



INDIANA STATE
DIGITAL ARCHIVES



Electronic Records Management, Preservation, and Best Practices in Indiana Government





INDIANA STATE
DIGITAL ARCHIVES



Indiana Commission on Public Records

Today's Agenda

- Updates and Initiatives from ICPR
 - Retention Requirements for Electronic Records and Email
 - Best Practices for Managing Electronic Records
 - Tools and Systems being used by Agencies for Content Management
 - Issues and Concerns you would like Addressed
 - Establishment and Frequency of an Electronic Records User Group
-



INDIANA STATE DIGITAL ARCHIVES



Indiana Commission on Public Records (ICPR)

- Indiana Code 5-15-5.1 gives the Commission on Public Records, the mandate to oversee and help manage all public records, regardless of their format, and also manage their related procedures, provide secure storage, reference service and establish standards to ensure the preservation of information and electronic records of State Agencies.
- The Agency's Divisions include:
 - Forms Management
 - Records Management
 - Records Center
 - Imaging Lab
 - State Archives





INDIANA STATE DIGITAL ARCHIVES



Updates and New Initiatives

- Established the on-line forms catalogue for State Forms at Forms.IN.gov
 - Beginning in July of 2013, On-boarding with SPD now includes a session on records management
 - About to re-launch the Indiana Digital Archives located at DigitalArchives.IN.gov with more than 1,000,000 indexed records
 - Inventorying the roughly 800,000,000 pages of documents and microfilm images at the State Archives.
 - Since 2008, ICPR has reduced the number of record series from more than 10,000 to less than 3,000
 - Working to capture and preserve permanent electronic records
-



INDIANA STATE
DIGITAL ARCHIVES



Electronic Records Retention Policy

Oversight Committee Public Records Policy #12-01

Electronic Records Policy Scope:

This Electronic Records Policy applies to electronic records of governmental entities, including, but not limited to: email, word-processing documents, spreadsheets, databases, websites, images, video, audio, multimedia, interactive documents, scanned/digitized documents, etc. It includes records created, sent or received by employees, appointees or elected officials of governmental entities, as well as contractors in the course of their interaction with governmental entities.

Objectives:

There are four main goals the policy is based on: authenticity, reliability, integrity, and usability.

Policy:

The policy is available at: in.gov/icpr/files/policyelectronicrecords.pdf



Electronic Records and Email Retention

- Electronic Records and Email are not records series. Retention of these items is based upon the content of the information and not the format.
 - ICPR is beginning the process to accept limited **permanent** electronic records for transfer to the State Archives.
 - Email Capstone Project. ICPR anticipates having departed/departing agency heads emails transferred in their entirety to the permanent electronic records repository. We would like your feedback on acceptable processes. Our plan...
-



INDIANA STATE DIGITAL ARCHIVES



Best Practices for Managing Electronic Records

- Establish an integrated digital recordkeeping framework with proper governance, policies, guidance and common tools
 - Capture records and metadata at creation, and automate those functions
 - Keep accurate information/metadata about the records
 - Properly store and secure digital records
 - Preserve records for the long term
 - Provide access as appropriate
 - Engage the user community
-



INDIANA STATE
DIGITAL ARCHIVES



Existing IOT Supported Solutions for Content Management



INDIANA STATE
DIGITAL ARCHIVES



ICPR Electronic Archives Vision

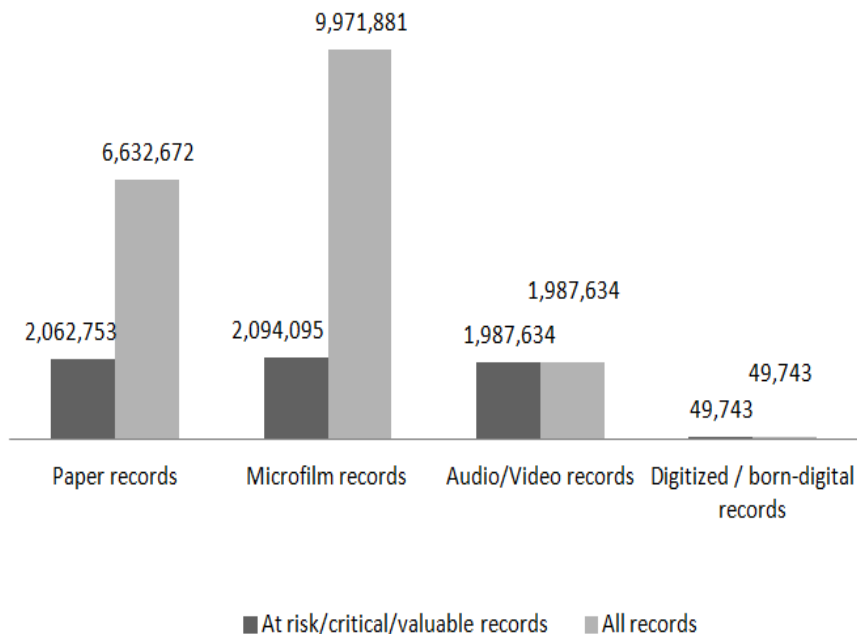
- ICPR hopes to develop a statewide archival repository for electronic records following a model similar to IOT's. What does that mean:
 - A centralized government dark archive where all levels of Indiana government can store their permanent records.
 - Savings based on unified infrastructure and support
 - Competence around management and preservation strategies
 - Cost model to support long-term preservation
-



Digitizing Existing Archives Content

If all the paper, AV and digital records were normalized to digital:

Projected volumes of records digitized for preservation and access (Gigabytes)



If all permanent records are digitized for preservation and access, the central repository size could reach 18,641,930 Gigabytes (~18 Petabytes).

If only the critical/valuable/at-risk records are digitized for preservation and access, the total Central Repository size could be about 6,194,225 Gigabytes (~6 Petabytes).

With local governments' collaboration and participation, an estimate of 10 Petabytes of records would be expected in the repository.

We also need to account for electronic records growth, as more agencies and local governments are digitizing business processes, adopting Content Management and Documents/Records Systems.



Question and answer session

- We have shared information with you and a broad vision; we would like to hear your views and comments.
 - Next Steps? Establish a quarterly meeting? Electronic Records user group?
-



INDIANA STATE
DIGITAL ARCHIVES



Thank You for Attending

The Indiana Commission on Public Records
appreciates your participation.

If you would like to join the **Electronic Records User Group**, or
have any question or comment, please contact:

erecords@icpr.in.gov

Jim Corridan, Director & State Archivist

Tibaut Houzanme, Electronic Records Archivist
